



JOB DESCRIPTION

JOB TITLE: Custodian

DEPARTMENT: Various Departments

REPORTS TO: Assigned Supervisor

DATE: July, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: February, 2002

FLSA EXEMPT: No

JOB SUMMARY: Under limited supervision of assigned supervisor, provides custodial functions to maintain various City facilities often outside of normal business hours; performs other related work as directed.

CLASS CHARACTERISTICS: The Custodian is an entry-level classification responsible to work independently to perform tasks to maintain City facilities such as cleaning, vacuuming, picking up trash, dusting, caring for plants, performing minor repairs to facilities, cleaning restrooms, and perform related duties as assigned.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the assigned supervisor, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Remove litter in and around City facilities.
2. Clean and maintain restroom facilities.
3. Vacuum and dust City building facilities and work areas.
4. Clean and maintain kitchen and eating areas.
5. Care for office plants.
6. Clean and maintain facilities including floors, walkways, ceilings, windows, lights, office furniture and fixtures, etc.
7. Operate hand tools as needed to perform minor repairs.
8. Set-up facilities for meetings and events.

9. Clean, maintain, and order custodial equipment and supplies.
10. Maintain an accurate schedule and record of work performed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or equivalent.

Licenses & Certificates:

1. Some positions require possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Sufficient dexterity to lift boxes and other objects weighing up to 50 pounds.

Knowledge of:

1. Methods, materials, tools, and equipment used in the maintenance of public buildings and facilities.
2. Work safety practices and procedures.
3. Purposes and uses of a variety of hand tools.

Skill In:

1. Understanding and carrying out oral and written directions.
2. Maintaining accurate records and files.
3. Performing various building maintenance/custodian activities.
4. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Work independently, often with limited supervision or direction.
2. Adhere to the safety procedures, practices, and policies of the City.
3. Communicate effectively, orally and in writing.
4. Establish and maintain working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 85% indoors and 15% outdoors. Some travel required.
2. The work environment indoors is usually in a temperature-controlled office.
3. Noise level in the work environment is usually moderate.